L

|  |
| --- |
| Blog with solid fillPublication checkList – writing research articlesFollow these steps to get started with publishing in a scientific journal. If you have any questions, contact the Research Medical Library at www.mdanderson.org/library. |
|  |
| Planning and organizing - before you write |
|  |
|  | gather a team[Meet with co-authors to determine roles.](http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html) Identify additional collaborators; biostatistician, librarian, editor, etc. Check-in with authors and collaborators along the way. |  |  | search the literature and trackSearch methodology varies depending on the type of article you write. Consult with a librarian for help. Keep track of your citations in one place (EndNote, Excel, etc.)   |
|  | Develop a manuscript proposalCreate a proposal and timeline based on the type of article you be writing. A case report takes significantly less time than a systematic review.   |  |  | Extract and analyze dataIf you are reviewing data from other studies, select the articles using the inclusion/exclusion criteria agreed on by co-authors. Meet with a statistician to review your analysis for accuracy.  |
|  | Create a data management planDepending on the type of research you are conducting, you may be required to create a data management plan. [Learn more about data management plans.](https://www3.mdanderson.org/library/services/data_management_top.html) |  |  | review reporting guidelinesReview reporting guidelines for your study type (e.g. CONSORT for clinical trials, STROBE for observational studies, PRISMA for systematic reviews). [Ask a librarian about guidelines.](https://mdanderson.libwizard.com/f/email) |
|  | ORGANIZE & Track your workKeep your lab notes, clinical data, and/or literature organized from the beginning.  Keep a list of experiments, interventions, articles, etc., that will be referenced in the manuscript. * JoVE: [Lab notebook keeping](https://www.jove.com/science-education/11183/proper-lab-notebook-keeping)
* [EndNote for literature organization](https://mdanderson.libguides.com/endnotex9)
 |  |  | Choose a JOURNALChoose a journal that will accept the type of manuscript you are writing. There are many factors to consider including, impact factor, time constraints, and copyright license options.* [Review steps for choosing a journal.](https://www3.mdanderson.org/library/publishing/choosing_journal.html)
* [Ask a librarian for help.](https://mdanderson.libwizard.com/f/email)
 |
|  | define your hypotheses or purpose statementWrite out the hypothesis or purpose statement.  |  |  |  |

|  |
| --- |
|  |
| Writing and editing your paper |
|  |
|  | review journal guidelinesFamiliarize yourself with the journal’s policies on formatting, tone, reference style, etc.* [Locate author guidelines in PubsHub.](https://login.elibrary.mdanderson.org/login?url=https://journalsandcongresses.pubshub.com/journals/IpDashboard)
 |  |  | Cross-check the data Data should be consistent in the paper. Cross-check the data in the abstract, text, figures, and tables. |
|  | create figures and tablesCreate figures and tables and write legends. Review the tables for clarity with your co-authors and statistician. * [BioRender Premium is available for figure creation.](https://app.biorender.com/portal/mdanderson)
 |  |  | obtain written permissionObtain written permission to use any previously published (i.e., copyrighted) material (e.g., figures and tables). Written permission is also required when citing others’ unpublished data. |
|  | Write the Title page and acknowlegementsCreate a title that will be easy to search in a database. Be sure to acknowledge all contributors, including participating librarians and editors.* [Acknowledge all relevant funding, including the CCSG.](https://mdanderson.libanswers.com/faq/26267)
 |  |  | review your draftAsk co-authors and/or a colleague to review your draft and offer edits. This may need to happen more than once during the writing process.* [Use iThenticate to check for possible plagiarism.](https://mdanderson.libanswers.com/faq/42956)
 |
|  | Write the manuscriptWrite the literature review (if required), methods, results, discussion, and conclusions. * [Attend a writing class taught by scientific editors.](https://www3.mdanderson.org/library/education/writing-workshops.html)
* [Learn more from about writing from our course workbook.](https://openworks.mdanderson.org/writingcourse/1/)
 |  |  | Send Manuscript to Library EditorsScientific editors will review your manuscript for clarity, content, grammar, and punctuation. Email your manuscript to RML-Editing@mdanderson.org.  |
|  | write the abstractThe abstract should conform to the journal’s format and word limit. Include terms that make it easily findable in databases like PubMed. |  |  | Review the final draftEnsure that all co-authors review the final draft, including figures and tables. Inform all co-authors of any changes made to the final draft.  |
|  | cite literature appropriatelyCite references in the text and the bibliography according to the journal’s requirements. * Get help from our EndNote guide, classes, or librarians.
 |  |  |  |
|  |
| submitting and revising your paper |
|  |
|  | prepare submission materialsPrepare the cover letter, manuscript, figures, and suggestions of reviewers.  |  |  | Communicate negotiations with co-authors Negotiations about the manuscript or its publication should be communicated to all co-authors. |
|  | review NIH funding guidelinesNIH funding guidelines require authors to cite any connection to NIH funds. This means citing appropriate funds, like the CCSG, in the manuscript, as well as including funding information during the manuscript submission process. * [Cite NIH and CPRIT funds.](https://mdanderson.libanswers.com/faq/26267)
 |  |  | address Reviewers’ commentsAuthors must respond to comments from peer reviewers and the journal’s editor. Authors are often asked to submit a cover letter and detailed response.* [Tips for responding to peer-review.](https://www3.mdanderson.org/library/publishing/responding.html)
* [Consult with an editor for suggestions.](https://mdanderson.libwizard.com/f/consult)
 |
|  | Review copyright agreementsMost journals require a copyright transfer agreement. Confirm with all co-authors, which copyright license you will choose during the manuscript submission process. Some NIH funds require authors to publish automatically in open access journals. * [Review copyright licenses.](https://www3.mdanderson.org/library/publishing/copyright.html)
 |  |  | resubmit the revised manuscriptOnce all comments are addressed and agreed upon by the co-authors and journal, resubmit the revised manuscript.**QUESTIONS? ASK THE LIBRARY**Ask us about writing, publishing, copyright, choosing a journal, NIH funding requirements, and more. [www.mdanderson.org/library](http://www.mdanderson.org/library)RML-Help@mdanderson.org |
|  | Include conflict of interestInclude any potential conflict of interest information in the manuscript and when submitting to the publisher. * [More information on COI.](http://www.icmje.org/recommendations/browse/roles-and-responsibilities/author-responsibilities--conflicts-of-interest.html)
 |  |
|  | submit your manuscriptPublishers use a variety of systems to accept manuscripts. Include all funding information in the manuscript submission system to comply with the NIH Public Access Policy.* [Use the PubsHub tool to learn more about journal acceptance and rejection rates.](https://journalsandcongresses.pubshub.com/journals/IpDashboard)
 |  |